



Imagination



UK
MATERNITY
GUIDE

WHAT'S IT ABOUT?

Congratulations – what wonderful news!

There will be so much going on for you, so let's keep it quick and see what you can expect (forgive the pun!) from us during your pregnancy, following the birth of your little one or two, or three – let's not go any further, and your return to work.

Just one point if you are adopting or using surrogacy take a look at the adoption leave policy.

THE FEATURES



- ▲ Let your manager, HR Business Partner and HR Admin know your exciting news as soon as you are ready, but at least by the 15th week before your due date.
- ▲ Once you have your MATB1 from your midwife, send a copy to HR Admin. This shows the expected week of arrival and will be used to confirm the details of your maternity leave and maternity pay entitlement.
- ▲ The workplace services team will work through a risk assessment of your working environment with you.
- ▲ Attend all of your antenatal care appointments, no loss of pay or owing back of time, make sure your manager is aware of the appointments.

Maternity Leave

- ▲ You have the option to take up to 52 weeks' maternity leave which is made up of:
 - Ordinary Maternity Leave for the first 26 weeks
 - Additional Maternity Leave for the remaining 26 weeks
- ▲ You can decide how much maternity leave you wish to take, but you must take at least 2 weeks compulsory maternity leave following the birth of your baby.
- ▲ You can start Ordinary Maternity Leave at any time after the beginning of the 11th week before your due date.
- ▲ Maternity Leave will start on your chosen date unless:
 - Your child is born before your chosen maternity leave start date.
 - You are absent for a pregnancy related reason in the 4 weeks before your due date.

UK Maternity guide

Statutory Maternity Pay

- ▲ The remaining 33 weeks is payable at the government set rate, or at 90% of your average weekly earnings (whichever is lower)
- ▲ SMP (Statutory Maternity Pay) is paid up to 39 weeks. You receive:
 - 90% of your average weekly earnings (before tax) for the first 6 weeks
 - £184.03 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks)
- ▲ You qualify for Statutory Maternity Pay if:
 - You earn on average at least £123 a week
 - Give the correct notice and proof you are pregnant. (MATB1 Form)
 - Have worked continuously for us for at least 26 weeks up to the 'qualifying week' this being the 15th week before the expected week of childbirth.

The correct notice is 15 weeks before your due date. Provision of proof is MATB1 certificate.

If you are not eligible for SMP you may be eligible for Maternity Allowance <https://www.gov.uk/maternity-allowance>

Company Enhanced Maternity Pay

- ▲ If this is your first pregnancy whilst working with us and you have 12 months continuous service by the 15th week before your due date, you are entitled to Company enhanced Maternity Pay:
 - 90% of your average weekly earnings for the first 6 weeks of leave
 - 50% of your average weekly earnings for the next 33 weeks of leave, inclusive of statutory maternity pay
 - Additional company payments at the current statutory rate for the remaining 13 weeks
- ▲ If this is a second or subsequent pregnancy and you previously received enhanced maternity pay, you must have been back at work for a consecutive period of 6 months by the 15th week before your due date to be eligible again for enhanced maternity pay.

UK Maternity guide

- ▲ Your annual leave entitlement will continue to build whilst you are on maternity leave. Basically, you won't lose any of it and the standard carry over rules do not apply. This means you may have quite a healthy leave balance. So you may want to consider taking some prior to the start or at the end of your maternity leave.
- ▲ Let's keep in contact during your maternity leave, let your manager know how and when you would like to be contacted.
- ▲ All your company benefits remain in place throughout your leave. The Reward Team will be able to help you with any questions you may have.
- ▲ Returning can be a little daunting, but don't worry you and your manager can arrange up to 10 paid 'keep in touch days' during your maternity leave. These can be useful to get acquainted with new team members, catch up with any changes, have a practice of your child-care arrangements and anything else you feel would be of use.
- ▲ If you change your mind and want to reduce your maternity leave, just let your manager know and they can start working on a return-to-work plan with you.
- ▲ If you decide that you won't be returning to work, you will need to resign giving your contractual notice.

Lots of information to take in

If you have any questions or require specific support in relation to your pregnancy and / or birth, please speak with your manager or your HR Business Partner.



www.imaginationtech.com

UK t: +44 1923 260511

This document is intended as a helpful guide for employees and summarises the principal Maternity Leave and Pay provisions for Imagination's UK based employees, it does not constitute a comprehensive policy statement. In the event of a dispute Imagination Technologies will respect all relevant statutory requirements